

MAJOR SPECIAL USE PERMIT APPLICATION CHECKLIST

ALL APPLICATIONS MUST BE TYPED A PRESUBMITTAL CONFERENCE MUST BE HELD PRIOR TO SUBMISSION

The Board of Adjustment staff can be reached at (919) 560-4137. Key Leader Betty Johnson x225; Michael Stock x227.

ONLY COMPLETE APPLICATIONS CAN BE SCHEDULED

Applications are accepted pending review for sufficiency and are due by noon on the submittal deadline date.

The application is a form of written testimony, and used both to show how Ordinance considerations are addressed and to convince the governing body that the required findings for approval can be made.

A complete application includes:

- **General Application Form**: This one-page form lists the basic site, owner and application information.
- **Major Special Use Permit Application**: Address the questions carefully and completely.
- **GIS Map(s)**: This map should highlight the site involved in your application, and show the full 300' notice area surrounding your site. For instance, **outline your property in red** on the appropriate GIS map(s); measure out from the edges of the property 300' in all directions and draw this 300' limit on the map(s). (Towers located in the County have a required measurement of 600'). (Maps are available for a fee from the Durham County Tax Assessor's Office at 200 E. Main Street [old Court House], 1st Floor) or MIS, 4th Floor, City Hall. Property Identification Numbers (PINs) are required.
- **Fee**: **Payment by check is preferred.** A receipt is provided.

Major Special Use Permit Applications:

1. **Major Use Permit for Communications Tower**: \$3,165, plus Technology surcharge of 4%, plus Surcharges for advertising, letter notice and sign (typically \$240), plus consultant review fee, based on contract charges;

2. **Major Use Permit for Traffic Impact Analysis**: \$1,800, plus Technology surcharge of 4%, plus surcharges for advertising, letter notice and sign (typically \$240);

3. **All Other Major Use Permit Applications**: \$1,925, plus Technology

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Surcharges:

- **Newspaper Advertising:** Major Use Permits - \$90
- **Letter Notice:** Major Use Permits - \$50
- **Sign:** Posted on Site(s) for Major Use Permits \$100. If multiple signs are necessary to adequately notify neighbors, multiple signs will be charged for at the case intake.

- **Site Plan:** All use permits and most other applications require a site plan submitted with this application, and a site plan submittal for Development Review Board (DRB) review. When formal site plan approval is necessary, a professional must also prepare the plan submitted for review by the governing body. BOA submittal requires four prints of the site plan and an 11" x 17" reduction. The site plan needs to be clearly drawn, to a scale of 1" = 10', 20', 30', 40', 50', 60' or 100', as most appropriate. (Most cases involve small sites where 1" = 10' to 50' is suitable). **When formal site plan approval is also required, the site plan must be filed concurrently with the use permit request. Approval will be conditional on site plan approval. The formal site plan must be reviewed by DRB prior to the case being heard before the Governing Body.**

- **All items must be clearly shown and labeled (with their dimensions) on the plan.** Site plans submitted for DRB approval must meet Ordinance requirements, summarized on the DRB application checklist. Lot lines, building location, drive, parking and service locations and layout; any buffering, fencing, or screening, building access points, walkways; setbacks; street right-of-way and pavement width; distance from edge of street pavement to property line; any easements, streams; any other pertinent information about the existing site or proposal must be clearly shown and labeled. Also indicate adjacent uses.

As Applicable:

Supplemental Information Sheet: For watershed protection areas, schools, and towers.

Floor Plan

Elevations

Applicants may provide other written, drawn or photographed material as may support the request. This material is retained as part of the application.

Applicants may represent themselves or have someone as their spokesperson. **Attendance at the hearing is required.** The applicant has a very active role in the Council/Board's consideration of requests and must provide sufficient evidence to convince the Council/Board that the required findings can be made.

The governing body will have had the staff report and your application and map work. They will open the hearing, and ask you or your representative to present your case. (Questions may be asked of you or others in attendance). Anyone attending in opposition also has the opportunity to speak or ask questions.

The governing body may approve the request, approve it with conditions, continue it for more information, dismiss it or deny it. Major Use permits are typically issued with a validity period of two years, during which building permits, etc. are to be obtained. The governing body does not permit extensions. The governing body's decisions can be appealed to the courts within 30 days.

If you have any questions, please contact the City-County Planning Department at 560-4137 between 8:30 a.m. and 4:30 p.m. on weekdays.

In addition to the required material specified above, the applicant may provide any other written, drawn or photographed material to support his/her request.

Please note: Any such additional material submitted will become part of the application, and as such cannot be returned.

(Completed by the Planning Department)

Date Filed:		Time Filed:	a.m./p.m.
Accepted by:			
Amount Paid		Amount Due:	
Other Items Due:			
Due Date:		Time Due:	a.m./p.m.

www.durhamnc.gov/departments/planning/

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